



INCIDENT REPORTING PROCEDURE POLICY

Scope

This procedure applies to all areas relating to the Gosnells Bowling Club (GBC).

Procedure

All members, guests and employees are responsible for reporting all hazards, incidents and near misses to the GBC Management. Contractors and visitors should report hazards, incidents or near misses to their site contact (who should then enter the incident or hazard onto GBC Management). Hazards, incidents and near misses should be reported as soon as practicable.

Reporting hazards

All hazards are to be recorded in the Incident Register.

Reporting incidents

All incidents whether near, minor or major are to be recorded in the Incident Register.

Actioning and closing out reports

The GBC Management in consultation with the affected person(s) are to close out the incident report by developing and implementing an 'action plan' to address the hazard or incident in order to manage the risk and to prevent a reoccurrence.

Reporting serious incidents

The GBC Management must report immediately, all serious incidents to the appropriate authorities:

- Emergency Services, WorkSafe WA and immediate family for death or serious injury.
- Emergency Services for flood, storm or earthquake incidents.
- Emergency Services for assault.
- Emergency Services for theft or vandalism.

Reporting notifiable incidents (incidents to be reported to WorkSafe WA)

The GBC Management are to contact WorkSafe WA to report notifiable incidents immediately after becoming aware that an incident has occurred and to provide WorkSafe WA with a written report within 48 hours.

WorkSafe WA will provide a reference number on notification and will advise whether the incident site is to be isolated/preserved until an inspector arrives.

Legislation also requires the reporting of dangerous occurrences (an incident which may seriously endanger the health and safety of people in the vicinity, whether or not an injury has occurred).

Conducting an incident investigation

The GBC Management are to conduct a formal incident investigation within 24 hours of the notifiable incident, where possible, using the *Hazard and Incident Investigation Template* or equivalent.

The GBC Management are to convene an incident investigation team comprising management, the Health and Safety Representative (HSR), affected member(s) or employee(s) and other involved individuals, depending on the nature of the incident. The investigation should seek to identify the causes and any potential hazards, and provide recommended control and preventative measures.

Upon completion of the investigation, the GBC Management should implement the recommended risk controls and communicate outcomes of the investigation to all members, employees and involved individuals (excepting private or confidential information which must not be disclosed).

WorkSafe WA may also conduct or commission an investigation into incidents or major hazards that have, or could potentially have resulted in serious injury or risk.

Record keeping

The GBC Management must maintain copies of all documentation used as part of any hazard and incident investigation and control process.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

Signature

Signed: _____

Club President

Date: 8th April 2023

Signed: _____

Club Secretary

Date: 8th April 2023

Next policy review date is 8th April 2024